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23 APR 1985

Memorandum for the Record

Subject: The Office of Information Services (OIS) FY 1985 First Quarterly Review.

1. The Office of Information Service's (OIS) held its FY 1985 First Quarter Review on 4 March 1985 at 0930 hours. [] (D/OIS) hosted the meeting and began by presenting a summary of the reporting periods Office accomplishments. He said a major achievement during the past quarter was the designation of DO & DS&T operational files in accordance with the CIA Information Act of 1984. He explained that the Directorate of Operations (DO) file system is very complicated and the project involved hours and hours of arduous meetings. It is expected that Congress will request briefings on the results of this project in the near future. Other topics of interest during the quarter were: 25X1

- a. The Historical Review Program.
- b. Reduction of the FOIA/PA backlog.
- c. Positive Feedback on the Office Records Survey.

Additionally, [] stated that the Officially Released Information System (ORIS) project has received support from the Office of General Counsel (OGC) and Security Committee (SECOM). The project will require Office of Development and Engineering (OD&E) funding for its pilot programs, and any new developments in this area will be the subject of future reporting. Mr. [] then introduced the first speaker, [] to explain the automation of the regulatory process. 25X1

2. [] explained that meetings with Agency distribution officers revealed that employee bulletins were not always reaching the entire Agency population. Therefore, it was determined that automation is essential to the future efficiency of the Regulatory Policy Division (RPD). To assist in solving RPD's problems, the Office of Information Technology's Consulting Services Division (OIT/CSD) conducted a study of RPD's capabilities and needs. The results produced RPD's current system which allows them to transmit information electrically to the Office of Logistic's Printing and Photography Division (OL/P&PD). Additionally, RPD plans to expand their automated telecommunications links to all major customers and users. There are a few shortcomings in the current system which still need to be worked out, such as receiving hard copies of regulations transmitted to P&PD, paragraph coding, and distribution schedules. Once the coding is resolved it will eliminate a large workload currently requiring manual input. [] stated the upcoming switch to a Wang Alliance system will result in a big 25X1

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advantage in processing updates, changes, and indexing. Mr. Fitzwater queried whether he would be able to push a button and see a regulation. [] 25X1
 answered by saying a project of this nature was included in the recent OIS automation initiative.

3. Next, [] discussed the Historical Review Feasibility Study and Program. A final report on this subject is due in Congress by 1 June 1985, however, a draft copy of the feasibility study will be available to the U. S. Archivists prior to their planned visit to the Agency on 18-19 March. [] stated that once records are determined to be of historical interest, the Classification Review Division (CRD) will coordinate with the appropriate Directorates to review the records for declassification and release to the public. [] noted that eight OIS slots relative to this project still needed to be filled. 25X1 25X1

4. [] then commented on the progress in reducing the FOIA backlog and the upcoming report to Congress on this subject. He said that the Information and Privacy Division (IPD) carried a 2955 case backlog into 1985. Since then IPD has focused on new ways to attack the backlog and reduce it even with an average of 55 new cases a week adding to the totals. The then current workload stood at 2726 and a decrease in case totals occurred in seven out of the past eight weeks. This decrease is due to the following IPD actions: 25X1

- a. Use of annuitants to attack large cases.
- b. Use of overtime by clerical personnel and case officers to break logjams, do proofreading, mail letters, and process cases.
- c. Reorganization of support functions using management concepts to move a case from start to finish.
- d. Cross training of personnel.
- e. Redesigning a backlog report to track cases out for referrals.

[] stated that once the Directorate of Operations files are resolved, it should clear another 200-300 cases. He further stated that the report to Congress will explain CIA FOIA/PA procedures, the totals of new cases, cases pending, cases closed, and Agency response time. [] concluded by indicating that IPD's goal is a sub 2000 backlog drop by the end of 1985 and a better system of quickly identifying prior released material. Responding to Mr. Fitzwater's question as to whether the ORIS system could assist IPD in these goals, [] said that it could possibly help if all available materials were consolidated into the one system. 25X1 25X1 25X1

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5. The meeting concluded with a hands on demonstration of The Records Information System (TRIS) for Mr. Fitzwater. An on-line computer system was set up to simulate TRIS capabilities and functions between two interacting registries. The system worked admirably and Mr. Fitzwater thanked everyone for their participation. Following the TRIS demonstration the session was adjourned at 1055 hours.



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DDA/MS: [redacted]; 23April85

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1 - DDA/MS Chrono

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